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| **Job Description** | |
| **Post title** | Administration and Finance Officer |
| **JE Reference No** | N10666 |
| **Grade** | 4 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment - North Pennines AONB Partnership |
| **Reporting to** | Fellfoot Forward Scheme Manager |
| **Location** | Your normal place of work will be either Hallbankgate or Stanhope, whichever is closest to your home address. You may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Fellfoot Forward is led by the North Pennines AONB Partnership and delivered through a partnership of local organisations and communities. Through a scheme of projects, Fellfoot Forward will forge creative connections between people and landscape, conserve habitats and key species and celebrate this beautiful area with communities and visitors. The Fellfoot landscape stretches from the Cumbrian fellside of the North Pennines AONB and UNESCO Global Geopark to the River Eden and runs north from Melmerby to Hallbankgate. Fellfoot Forward is a Landscape Partnership Scheme supported by the National Lottery Heritage Fund.

The Admin and Finance officer will monitor and support the administration and financial activities of the Fellfoot Forward Landscape Partnership Scheme, on behalf of the North Pennines AONB Partnership. The role will entail preparation and maintenance of financial records, administration related to events and workshops, support for the environmental and community grants delivered by the Fellfoot Forward Landscape Partnership and general support for the scheme team and partners. The officer will also provide administrative and financial support for the wider North Pennines AONB Partnership team on a regular basis which may involve time at their Stanhope office.

The main office for the Admin and Finance officer will be the North Pennines AONB Partnership’s Stanhope office or the satellite office at Hallbankgate, depending on which office is closest to their home address. Travel beyond their main office will be supported by travel expenses.

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| **Duties and responsibilities** |

*Use this section to provide a detailed description of the responsibilities of the post. The duties and responsibilities should be described in such a way as to provide a clear picture of the activity to be undertaken.*

* To monitor and support the administration and financial activities of the Fellfoot Forward Landscape Partnership Scheme, on behalf of the North Pennines AONB Partnership.
* To monitor expenditure within the budget and ensure the preparation and maintenance of financial records for the Fellfoot Forward Landscape Partnership Scheme and to work closely with the Scheme Manager.
* Receiving orders, taking payments, managing suppliers and handling financial enquiries on behalf of the AONB Partnership
* To attend Advisory Board meetings, take minutes and, when required, to report on activities to partners at these meetings.
* Assisting the Scheme Manager to track the deliverables and milestones of the Fellfoot Landscape Partnership Scheme.
* Working within current Data Protection requirements, Information Sharing protocols and guidelines.
* Booking of training, accommodation and travel requirements.
* Management and ordering of supplies for the project.
* To help to ensure that action undertaken within the AONB is consistent with and complementary to the purpose of AONB designation / UNESCO Geopark status.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Fellfoot Forward Landscape Partnership Scheme Manager.
* To provide administrative and financial support for the wider North Pennines AONB Partnership team on a regular basis as directed by senior management team.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 in Business Administration or equivalent | * IT Qualification |
| Experience | **Significant experience of:**   * Work in an office environment * Use of Microsoft Office applications, ie Excel, Word, Outlook * Use of Oracle/Business Intelligence * Providing admin support for meetings * Handling and processing invoices * Monitoring large budgets * Handling external suppliers * Tracking project deliverables * Working in a small team | * Use of Photoshop applications * Working with Durham County Council’s procurement systems or equivalent * Familiar with project management software |
| Skills & Knowledge | * Excellent written and oral communications skills. * Ability to work in a team * Ability to work on own initiative * Good organisational skills and able to develop and sustain office management systems * Good communication skills * Data protection awareness * Website and social media applications * Good Health & Safety awareness * Ability to communicate with a wide range of different people from different interest groups. | * Ability to take good photographs and video to support website and social media * Knowledge of the North Pennines AONB and the Eden Valley * Knowledge of the role and work of the AONB * Awareness of Environmental issues |
| Personal Qualities | * Ability to relate well to people. * A desire for professional development. * Positive ‘can do’ approach * Must be able to meet the transport requirements of the post * Be able to maintain confidentiality | * Feel confident in dealing with queries * A personal commitment to and interest in the North Pennines and the Eden Valley. |